

# FY 2014 HOME RFP EVALUATION CRITERIA AND APPLICATION

<b>FY 2011-12 RFP EVALUATION CRITERIA .....</b>	<b>2</b>
Consolidated Plan and Housing Blueprint Priorities and Targeted Populations.....	2
Project Preparation .....	3
Management Capacity and Real Estate Experience .....	4
Capacity for Project Financing and Leveraging .....	5
<b>APPLICATION INSTRUCTIONS .....</b>	<b>6</b>
Application Submission.....	6
Questions .....	6
<b>APPLICATION COMPONENTS .....</b>	<b>7</b>
Worksheet 1 – FY 2014 Application Cover Sheet .....	11
Worksheet 2 – Application Summary Sheet .....	12
Worksheet 3 – Consolidated Plan and Housing Blueprint Priorities and Targeted Populations.....	13
Worksheet 4 – Targeted Areas .....	14
Worksheet 5 – Project Preparation .....	15
Worksheet 6 – Estimated Project Costs and Financing.....	17
Worksheet 7 – Application Checklist .....	20

Applications will be reviewed and scored based on the following four evaluation criteria. Each criterion is assigned a maximum number of points as shown below.

Criterion 1	Consolidated Plan Priorities and Targeted Populations	0 – 25 Points
Criterion 2	Project Preparation	0 – 25 Points
Criterion 3	Management Capacity and Real Estate Experience	0 – 25 Points
Criterion 4	Capacity for Project Financing and Leveraging	0 – 25 Points

<b>TOTAL</b>	<b>Minimum/Maximum Points</b>	<b>0-100 Points</b>
--------------	-------------------------------	---------------------

Each criterion is assigned a maximum number of points as shown. Each criterion is divided into incremental elements. Applicants could obtain points in each box if any portion of the criterion is met for that element as indicated below. The final score for each criterion will be a sum of the points awarded of all of the boxes for each element. The criteria and their respective elements are described on the following pages.

# FY 2011-12 HOME RFP EVALUATION CRITERIA

## 1. CONSOLIDATED PLAN PRIORITIES AND TARGETED POPULATIONS

**Maximum Points Possible: 25 Points**

Proposal indicates the Consolidated Plan and Housing Blueprint objectives as to which the applicant's project is designed to meet. All households must be low income households (at or below 80% AMI), but proposal indicates very low (at or below 50% AMI) or extremely low income households (at or below 30% AMI) for objective #3. Extremely low-income is defined as 30% or less of AMI. Very low-income means 50% or less of AMI. Special needs are defined as persons with physical, mental, or sensory disabilities, homeless and other special needs populations, such as very low income elderly.

0 – 5	0 – 5	0 – 5	0 – 10
Proposal clearly describes the targeted population to be served and explains how their needs will be served through this project.	<p>Proposal clearly describes the targeted population to be served and explains how their needs will be served through this project.</p> <p><b>AND</b></p> <p>At least one of the households to be served by project will be moderate income (80% or below AMI).</p> <p><b>AND</b></p> <p>More than 50% of the population to be served by project meets at least one housing objective.</p>	<p>Proposal clearly describes the targeted population to be served and explains how their needs will be served through this project.</p> <p><b>AND</b></p> <p>At least one of the households to be served by project will be low-income (50% or below AMI).</p> <p><b>AND</b></p> <p>Project will serve special needs population.</p> <p><b>AND</b></p> <p>More than 50% of the population to be served by project meets at least two housing objectives.</p>	<p>Proposal clearly describes the targeted population to be served and explains how their needs will be served through this project.</p> <p><b>AND</b></p> <p>At least one of the households to be served by project will be extremely low-income (30% or below AMI).</p> <p><b>AND</b></p> <p>Project will serve special needs population.</p> <p><b>AND</b></p> <p>Project provides for supportive services.</p> <p><b>AND</b></p> <p>More than 50% of the population to be served by project meets two or more housing objectives.</p>

## 2. PROJECT PREPARATION

**Maximum Points Possible: 25 Points**

Proposal provides evidence that the applicant has identified (or will identify) possible sites and will likely complete the project including full lease-up, within 12 months or sooner from HCD contract execution date.

0 – 5	0 – 5	0 – 5	0 – 10
Proposal identifies targeted area(s) within the areas of greatest need and indicates that project will likely be completed within 9 to 12 months from HCD contract execution.	<p>Proposal identifies targeted area(s) within the areas of greatest need and indicates that project will likely be completed within 9 to 12 months from HCD contract execution.</p> <p><b>AND</b></p> <p>Proposal shows that applicant is knowledgeable about housing in proposed project area(s)/ neighborhood including extent of concentration of low-income residents and concentration of affordable housing.</p> <p><b>AND</b></p> <p>Applicant has identified a possible project site (address, tax parcel ID).</p>	<p>Proposal identifies targeted zip codes within the areas of greatest need and evidence that project will likely be completed within 6 to 9 months from HCD contract execution.</p> <p><b>AND</b></p> <p>Proposal shows that applicant is knowledgeable about housing in proposed project area(s)/ neighborhood including extent of concentration of low-income residents and concentration of affordable housing.</p> <p><b>AND</b></p> <p>Applicant has identified a possible project site (address, tax parcel ID).</p> <p><b>AND</b></p> <p>Applicant has a preliminary plan for acquisition (and rehab, if applicable).</p> <p><b>AND</b></p> <p>Primary project financing commitments have been identified.</p>	<p>Proposal identifies targeted zip codes within the areas of greatest need and evidence that project will likely be completed within 6 months from HCD contract execution.</p> <p><b>AND</b></p> <p>Proposal shows that applicant is knowledgeable about housing in proposed project area(s)/ neighborhood including extent of concentration of low-income residents and concentration of affordable housing.</p> <p><b>AND</b></p> <p>Applicant has identified a project site (address, tax parcel ID) and may have a purchase agreement.</p> <p><b>AND</b></p> <p>Applicant has a preliminary plan for acquisition (and/ rehab, if applicable) and has experience with foreclosures .</p> <p><b>AND</b></p> <p>Applicant's first lender has provided a pre-approval letter demonstrating that applicant can likely secure additional project financing. Between the first trust and any additional equity or other financing secured by the applicant, all other non-HOME project financing sources have been identified in writing.</p>

### 3. MANAGEMENT CAPACITY AND REAL ESTATE EXPERIENCE

**Maximum Points Possible: 25 Points**

Proposal demonstrates organizational capacity and paid staff to successfully complete project activities and its objective(s) and presents how the project will be accomplished within a specified time period, preferably 12 months, and maximum of 24 months. However, the project must begin within 12 months of the HOME commitment date.

0 – 5	0 – 5	0 – 5	0 – 10
Proposal presents demonstrative successful track record as evidence of adequate organizational experience in owning and managing real estate and paid staff that will be dedicated to this project. If the nonprofit applicant does not have an established track record, the organization is partnered with another nonprofit organization with applicable experience including experience with rehabilitation (if applicable).	Proposal presents demonstrative successful track record as evidence of adequate organizational experience in owning and managing real estate paid staff that will be dedicated to this project. If the nonprofit applicant does not have an established track record, the organization is partnered with another nonprofit organization with applicable experience including experience with rehabilitation (if applicable).  <b>AND</b>  Description of staff involved and their expertise as it pertains to project activities.  <b>AND</b>  Proposal presents a clear and reasonable acquisition/rehab and rental management plan including a realistic timeline through lease-up which is less than 24 months	Proposal presents demonstrative successful track record as evidence of adequate organizational experience in owning and managing real estate paid staff that will be dedicated to this project. If the nonprofit applicant does not have an established track record, the organization is partnered with another nonprofit organization with applicable experience including experience with rehabilitation (if applicable).  <b>AND</b>  Description of staff involved and their expertise as it pertains to project activities.  <b>AND</b>  Proposal presents a clear and reasonable acquisition/rehab and rental management plan including a realistic timeline, plan for lease-up within a twelve (12) month timeframe and includes a prospective source of eligible tenants.	Proposal presents demonstrative successful track record as evidence of adequate organizational experience in owning and managing real estate paid staff that will be dedicated to this project. If the nonprofit applicant does not have an established track record, the organization is partnered with another nonprofit organization with applicable experience including experience with rehabilitation (if applicable).  <b>AND</b>  Description of staff involved and their expertise as it pertains to project activities.  <b>AND</b>  Proposal presents a clear and reasonable acquisition/rehab and rental management plan including a realistic timeline, demonstrating capacity to lease-up within a nine (9) month timeframe and includes a successful process in place that is adequately described.

#### 4. CAPACITY FOR PROJECT FINANCING AND LEVERAGING

**Maximum Points Possible: 25 Points**

Proposal provides evidence that project financing and operating plans, if applicable, is feasible and financing sources are committed or secured. Proposal presents a clear and reasonable estimated project costs and financing and identifies additional resources other than county funds or county contributions that can help support the proposed project. (Resources may include volunteers, in-kind contributions, cash donations, goods, supplies and services donations, grants and/or contracts.) **An equity contribution from the non-profit is not required, but if contributed, the non-profit would receive a preference in funding. The project should have adequate maintenance reserves and show a positive cash flow. As an alternative, the CHDO can set aside funds in a separate reserve account for the long-term sustainability of the project.**

0 – 5	0 – 5	0 – 5	0 – 10
Inadequate documentation provided to assess the financial feasibility of project. Estimated project costs and financing are not clearly described. Description of other project financing vague or non-existent.	<p>Estimated project costs and financing are clearly described. Documentation identifies proposed project financing.</p> <p>Financing plans are feasible.</p> <p><b>AND</b></p> <p>Applicant shows evidence of the ability to leverage a significant amount of non-county cash for project costs. This may include soft commitments or demonstrated capacity to leverage funds.</p>	<p>Estimated project costs and financing are clearly described. Documentation identifies proposed project financing.</p> <p>Financing plans are feasible and show a positive cash flow.</p> <p><b>AND</b></p> <p>Applicant shows evidence of the <u>ability</u> to leverage a significant amount of non-county cash <u>at least 10%</u> of total for estimated project costs from all sources. This may include past grants or firm commitment of funds for project submitted under this RFP. <u>The ability to provide an equity contribution and the ability set aside funds to build adequate maintenance reserves has been demonstrated.</u></p>	<p>Estimated project costs and financing are clearly described. Documentation identifies proposed project financing.</p> <p>Financing plans are feasible and show a positive cash flow.</p> <p><b>AND</b></p> <p>Financing, other than county funds, has been committed or secured. Applicant demonstrates evidence of additional commitments of non-county financial and other material resources that are available to or attainable by the applicant and that will significantly support the project.</p> <p>Applicant shows evidence of the <u>ability</u> to leverage a significant amount of non-county cash <u>at least 20%</u> of total for estimated project costs from all sources. This may include past grants or firm commitment of funds for project submitted under this RFP. <u>An equity contribution has been specified. Evidence of adequate maintenance reserves for project has been identified.</u></p>

# APPLICATION INSTRUCTIONS

## Application Submission

Applications must be received for consideration of the first round of funding by the Fairfax County Department of Housing and Community Development, at the 1st floor reception desk, 3700 Pender Drive, Fairfax, Virginia 22030 by 3:00 p.m., Friday, October 18, 2013. Funds will be awarded for qualified proposals on a first-come, first-served basis, thereafter until all funds are allocated.

- **Late applications will not be considered in the first round of funding.** Allow extra time for hand deliveries due to traffic and building security procedures.
  - **Any application submitted with an unsigned Application Cover Sheet will not be accepted.**
1. Submissions by facsimile machine or e-mail will not be accepted.
  2. Applicants are requested to submit one original and four copies of the application along with requested worksheets and attachments for each proposed project.
  3. To maintain the application's print quality, the applicant should not use colored, textured, heavy weight or tabbed paper. Bindings should be restricted to a clip or staple. Avoid notebooks or folders requiring page perforation.
  4. Application responses should be typewritten according to the following specifications:
    - Where narrative response is requested, the written response should be in a readable font size of 12 point or larger, on single-sided white paper and limited to the number of pages indicated.
    - Where completion of worksheets is indicated, the responses should be made on the worksheets provided.
    - Narrative responses and requested attachments should be placed in the sequence indicated in the Application Components section.
  5. Attachments (other than narratives and worksheets):
    - All attachments should be on 8-½ by 11-inch white paper for submission.
    - Attachments are not subject to the page limits for narrative responses.
  6. Applicants may submit one or more project proposals; however, each proposal must be submitted separately with all requested forms and attachments.

## Questions

For questions or additional information, please contact Kehinde Powell, Community Program Coordinator at 703-246-5117 at the Department of Housing and Community Development (HCD), 3700 Pender Drive, Fairfax 22030 or through the division administrative assistant at 703-246-5170 (TTY: 703-385-3578).

# APPLICATION COMPONENTS

The response for each component is to be in a written narrative, on an application worksheet, and/or through an attachment as instructed in the Application Components. The application submission will begin with Worksheet #1 and end with a completed Application Checklist (Worksheet #7) and all attachments. Each of the following Application Components is to be submitted in the following sequence.

<u>COMPONENT</u>	<u>FORMAT</u>
A. Application Cover Sheet	Worksheet # 1
B. Application Summary Sheet	Worksheet # 2
C. Consolidated Plan and Housing Blueprint Priorities and Targeted Populations	Worksheet #3 and Written Narrative
D. Project Preparation	Worksheet # 4 Worksheet # 5 and Written Narrative
E. Management Capacity & Experience in Real Estate	Written Narrative
F. Capacity For Project Financing and Leveraging	Worksheet # 6 Written Narrative
G. Application Checklist	Worksheet # 7

## A. Application Cover Sheet

Each application is to include an Application Cover Sheet – Worksheet # 1. Applicant's executive director or designee authorized to legally bind the applicant organization must sign each Application Cover Sheet. **NOTE: Unsigned Application Cover Sheets will result in the rejection of the application.** The total proposed funding request amount should be listed on the Application Cover Sheet. Applicants that submit jointly with other nonprofit organizations are to designate one organization as the application contact. This organization will complete and sign the Application Cover Sheet. Joint organization applications are to be indicated on the Application Cover Sheet and each participating organization is to be listed where requested.

## B. Application Summary Sheet

Each application is to include an Application Summary Sheet – Worksheet # 2. The information on the Application Summary Sheet provides a snapshot of the project; the project description should be brief and to the point. Please use the space provided; do not attach additional pages.

## C. Consolidated Plan and Housing Blueprint Priorities and Targeted Populations (Maximum 25 Points)

This section of the proposal describes affordable housing needs that the project will address and clearly defines the client population to be served.

1. Complete Worksheet # 3: Targeted Populations; identifying the priority household populations the applicant's project is designed to serve.
2. Provide a narrative on no more than one (1) typewritten page that lists and responds to each request for information in the order presented below. Document your source(s) of information. *Please clearly label your narrative as "C. Consolidated Plan and Housing Blueprint Priorities and Targeted Populations" and place your narrative directly after Worksheet #3.*
  - a. Describe the population, community and number to be served by the proposed project, including the type of affordable housing that will result from this project.
  - b. Does this project serve special needs populations? If yes, describe special needs population to be served.
  - c. Describe the need to be addressed and how it relates to the affordable housing goal and objective described in part 2 (a) of this question.

#### **D. Project Preparation (Maximum 25 Points)**

This section addresses status of the proposed project and whether the proposed project preserves and/or rehabilitates existing affordable units within the areas of greatest need or targeted areas as designated by Fairfax County. Proposal provides evidence that applicant is prepared to proceed with acquisition and/or rehabilitation.

1. Complete Worksheet #4: Targeted Areas.
2. Complete Worksheet #5: Project Preparation. *Clearly label requested attachments as directed and place behind the Worksheet # 5.*
  - a. Provide a narrative on no more than two (2) typewritten pages. The narrative should list and respond to each request for information in the order presented below. Please clearly label your narrative as "D. Project Preparation Narrative" and place your narrative after Worksheet #5.
    - For what purposes would you be requesting this funding?
    - Outcome to be achieved (include description of all units, both HOME and non-HOME).
    - Project activities or services that address proposed outcomes
    - If a rental project, briefly describe the management plan for the project.
    - Present a clear and reasonable work plan, including an estimated project timeline, preferably lease-up within a twelve (12) month timeframe, that identifies estimated start date, milestones to be accomplished within the funding period, and how long the project will take to complete including estimated completion date.
    - Describe any unique or innovative elements of the proposed project.
    - Meet Energy Star standards?
    - Meet Section 504 accessibility standards?
    - Is made affordable to very low- (< 50% AMI) households?
    - Is made affordable to extremely low-income (< 30% AMI) households?



- Are designated for low- and very low-income elderly residents?
  - Are designated for persons with HIV/AIDS?
  - Of these, how many are chronically homeless (1)?
  - Are designated for the homeless? Of these, how many are chronically homeless?
  - Will provide permanent housing to formerly-homeless households? Of these, how many are chronically homeless?
  - Are subsidized with project-based assistance through a Federal, state or local rent assistance program.
  - Are made affordable to households who previously resided in subsidized housing (homebuyer activities only)?
- b. If the proposal is a collaborative submission with other nonprofit organizations, explain how the project will be jointly conducted, identified roles and responsibilities of each participating party, and a description of the proposed project and beneficiaries will benefit from the collaboration. Include a letter of agreement between the collaborating organizations.

#### **E. Management Capacity & Experience in Real Estate (Maximum 25 Points)**

Applicant describes the project activities and how these will be accomplished within a specified time period – preferably within twelve (12) months.

1. Provide a narrative on no more than two (2) typewritten pages. The narrative should list and respond to each request for information in the order presented below. *Please clearly label your narrative as “E. Management Capacity and Experience in Real Estate” and place your narrative after Worksheet #5 and Worksheet #5 Attachments.*
  - a. Provide evidence of a successful track record of adequate organizational experience in owning and managing real estate. Please also describe paid staff that will be dedicated to this project and what role they will play. If the nonprofit applicant does not have an established track record, describe how the organization has partnered with another nonprofit organization with applicable experience.
  - b. Provide a detail of how your organization’s experience relates to the proposed affordable housing project.
  - c. Describe a recent successful project and your experience working with foreclosures.

#### **F. Capacity for Project Financing And Leveraging (Maximum 25 Points)**

This section of the proposal should show evidence of the ability to leverage non-county cash for project costs. **An equity contribution from the non-profit is not required, but if contributed, the non-profit would receive a preference in funding. The project should have adequate maintenance reserves and show a positive cash flow. As an alternative, the CHDO can set aside funds in a separate reserve account for the long-term sustainability of the project.**

---

1 HUD definition of “chronically homeless”: “To be defined as a chronically homeless, a person must be living on the street or in emergency shelter the time of the count or eligibility determination. The definition does not include those currently in transitional housing. “ Source: 2005 Continuum of Care Web Cast, <http://www.hud.gov/offices/cpd/homeless/apply/2005QandA2.pdf>.”

This may include past grant history, firm commitments or demonstrated capacity to leverage funds. Financing and operating plans are feasible. Financing, other than county funds, has been committed or secured. Applicant demonstrates evidence of additional commitments of non-county financial and other material resources that are available to or attainable by the applicant and that will significantly support the project. Resources may include volunteers, in-kind contributions, cash donations, goods, supplies and services donations, grants and/or contracts. Evidence of adequate reserves for project would be identified in this section (i.e. bank accounts).

1. Complete worksheet # 6.
2. List and respond to each request for information in the order presented below. Provide no more than one (1) typewritten page of narrative. *Narrative responses should be explained and consistent with information provided on Worksheet #6.*

Briefly indicate whether any other county contributions, including a request for rehabilitation funds, or awards will support or are anticipated to support this project. Explain their commitment status. County awards may include loans, cash grants or contracts. Other county contributions may include space, utilities, equipment, staff, or service.

3. Provide a current organization-wide budget. Please clearly label this attachment as F. Budget-Organization Budget". Place behind Worksheet#6 and Narrative.
4. Provide three (3) most recent annual audited financial statements and auditor's opinion and management letter, if issued. Audits must be conducted by an independent licensed certified public accountant. If an audit(s) is not available, please explain why.

## WORKSHEET 1 – FY 2014 APPLICATION COVER SHEET

**PLEASE READ AND SIGN BELOW.**

Total Funding Requested        \$\_\_\_\_\_

Nonprofit Organization Name:

Address:

Contact Person:

Telephone:

Fax:

Federal Tax ID:

Identify if the application(s) is being submitted jointly with other nonprofit community-based organizations:

☐ Yes (List other organization(s) by name):

☐ No

**[SIGN BELOW, UNSIGNED COVERSHEETS/APPLICATIONS WILL NOT BE ACCEPTED]**

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information contained in this proposal is accurate. By signing this application, the undersigned offers and agrees, if the proposal is accepted, to furnish the items or services, subject to final negotiation and acceptance by Fairfax County, and subsequent contract award.

---

Executive Director (or name of representative) – Signature/Date

---

Print Name

Title/Date

**DEADLINE FOR SUBMISSION FOR CONSIDERATION IN THE FIRST ROUND FUNDING IS  
3:00 P.M., FRIDAY, OCTOBER 18, 2013  
PROPOSALS RECEIVED AFTER DEADLINE WILL NOT BE ACCEPTED  
SUBMIT ORIGINAL AND FOUR (4) COPIES TO:  
Fairfax County Department of Housing and Community Development  
First Floor Reception Desk  
3700 Pender Drive, Fairfax, VA 22030**

## WORKSHEET 2 – APPLICATION SUMMARY SHEET

### **Project Title:**

Funding Requested:      Acquisition: \$ \_\_\_\_\_      Rehabilitation: \$ \_\_\_\_\_

Total Funding Requested      \$ \_\_\_\_\_

Are you currently a Fairfax County approved Community Housing Development Organization (CHDO)?

☐ Yes      ☐ No

Do you intend to apply for CHDO designation under this RFP?

☐ Yes      ☐ No

### **Project Type** (please mark all that apply):

Estimated Total Number of Units to be Acquired : \_\_\_\_\_

Foreclosed      \_\_\_\_\_

Non-foreclosed      \_\_\_\_\_

Estimated Total Number of Units to be Rehabilitated : \_\_\_\_\_

Foreclosed      \_\_\_\_\_

Non-foreclosed      \_\_\_\_\_

Estimated Total Number of Units Currently Owned by Your Organization to be Rehabilitated : \_\_\_\_\_

### **Unit Type** (please check all that apply):

☐ Condominium      ☐ Single family detached      ☐ Townhouse      Other: Specify \_\_\_\_\_

### **Anticipated Service Area Neighborhood or Street Boundaries:**

Magisterial/Supervisor District(s):

Tax Map(s) #:

Brief Project Description:

## WORKSHEET 3 – CONSOLIDATED PLAN AND HOUSING BLUEPRINT PRIORITIES AND TARGETED POPULATIONS

Indicate the objectives as to which the applicant's project is designed to meet. All households must be low income households (at or below 80% AMI), but indicate very low (at or below 50% AMI) or extremely low income households (at or below 30% AMI) for objective #3.

### **Specific Housing Objectives**

The table below shows the specific objectives to meet the four goals outlined in Appendix 2.

<b>Objective Number</b>	<b>Objective Description</b>	<b>Yes/No</b>
<b>1</b>	Provide housing units affordable to homeless individuals and families	
<b>2</b>	Provide housing units affordable to persons with physical or mental disabilities, including persons with HIV/AIDS	
<b>3</b>	Provide housing units affordable to households with low to extremely-low incomes (<50 percent MFI) and other special needs populations	If yes, 30% AMI = ____% of Project Units 50% AMI = ____% of Project Units
<b>4</b>	Provide sufficient workforce housing through land use policy	
<b>5</b>	Provide sufficient workforce housing through private sector partnerships	
<b>6</b>	Preserve existing Public Housing	
<b>7</b>	Promote resident self-sufficiency	
<b>8</b>	Foster coordination and partnerships	

## WORKSHEET 4 – TARGETED AREAS

Please attach a map or project narrative with the following information about the proposed project area of focus (**Please label the map or narrative as Attachment 4a, and place behind Worksheet #4**).

1. :
  - a. Concentration of low-income residents
  - b. Concentration of affordable housing
  - c. Minority concentration
  
2. Project will preserve and/or rehabilitates affordable units (Check One):

☐ Yes      ☐ No
  
3. Estimated Total # of new affordable housing units in area project will produce:

## WORKSHEET 5 – PROJECT PREPARATION

Number of years organization in operation: \_\_\_\_\_ Date Incorporated: \_\_\_\_\_

Number of years organization in housing development: \_\_\_\_\_

Total number of units produced: \_\_\_\_\_

Rehabilitated \_\_\_\_\_

Owned \_\_\_\_\_

Managed \_\_\_\_\_

Constructed \_\_\_\_\_

Estimate percentage of above total housing units produced that served very low and low-income persons:

30% of median and below \_\_\_\_\_

50% of median and below \_\_\_\_\_

80% of median and below \_\_\_\_\_

Number of employees/volunteers in organization: \_\_\_\_\_

full-time employees \_\_\_\_\_

part-time employees \_\_\_\_\_

volunteers \_\_\_\_\_

Number of employees/volunteers to work on project: \_\_\_\_\_

full time \_\_\_\_\_

part time \_\_\_\_\_

volunteers \_\_\_\_\_

**Type of Proposed Project** (Check One):

☐ Rental Development ☐ Home Ownership

Project preserves and/or rehabilitates existing affordable units (Check One):

☐ Yes ☐ No

Please check **Yes** or **No**, as appropriate, for the proposed project and provide attachments as indicated in the sequence below. *Clearly label requested attachments as directed below and place these attachments behind this worksheet.*

1. Do you have a site(s) identified? If yes, provide location site map(s) for the project(s). Label as Attachment 5a. ☐ Yes ☐ No

2. If the site is identified, do you anticipate the property requiring a rezoning/special use permit for your proposed project? ☐ Yes ☐ No

3. Has total project financing been identified for this project? ☐Yes ☐No

4. Is project ready for implementation, assuming HOME funding under this RFP?  
☐Yes ☐No

If possible, identify age of housing units to be preserved and/or rehabilitated: \_\_\_\_\_

Identify the condition of the housing units to be preserved and/or rehabilitated (Check One):

☐No rehabilitation needed, units have been inspected and meet county codes and standards;

☐Minor rehabilitation required (total rehabilitation costs below \$25,000 per unit); or

☐Substantial rehabilitation required (total rehabilitation costs \$25,000 or more per unit).

Do you have schematics and a preliminary site plan for the project? ☐Yes ☐No

Do you have detailed cost estimates for rehab work? If yes, submit one copy and identify source of estimates. Clearly label.

☐Yes ☐No

Do you have an engineering report detailing property condition? ☐Yes ☐No

Has an appraisal been completed for the property? ☐Yes ☐No

If yes, what is the appraised value of the property? \$ \_\_\_\_\_

What is the assessed value of the property? \$ \_\_\_\_\_



## WORKSHEET 6 – ESTIMATED PROJECT COSTS AND FINANCING (If Project is Identified)

### 1. Estimated Project Costs:

Acquisition:

Rehabilitation:

Other (financing, insurance, legal fees):

**Total Estimated Project Cost:**

<u>Per Unit</u>	<u>Total</u>
\$	\$
\$	\$
\$	\$
\$	\$

2. **Project Financing:** (If additional space is needed, insert additional page(s) following this one, and clearly label as Worksheet #6, Continued.)

### Proposed

### HOME

### Funds:

\$

### Equity

Source:	Amount:\$	Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Source:	Amount:\$	Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Source:	Amount:\$	Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Total Equity:</b>	\$	

### Loans

1 <sup>st</sup> Trust: \$	at %IRR* for months	Source: Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
2 <sup>nd</sup> Trust: \$	at %IRR* for months	Source: Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
3 <sup>rd</sup> Trust \$	at % IRR* for months	Source: Committed: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Total Loans:</b>	\$	

### **TOTAL PROJECT FINANCING:**

\$

### **TOTAL HOME as % of Total Project Financing:**

%

\* IRR-Internal rate of return also known as the effective interest rate.

**Complete For Rental Projects Only:**

**Occupancy Income Limits:**

**Total # Units in Proposed Project:**

**Affordable Units**

- # units at or below 30% AMI:
- # units at or below 60% AMI:
- # units at or below 50% AMI:
- # units at or below 80% AMI:

**Market Rate Units**

- # units at market rate:

**PROPOSED RENT SCHEDULE:**

UNIT TYPE	TOTAL NO. OF UNITS BY TYPE	RENT	UTILITIES	INCOME SERVED AS PERCENT OF AMI

Does the project involve any temporary relocation? (Check One):

☐ Yes      ☐ No

**Projects requiring permanent relocation will not be considered for funding.**

**Complete for Proposed Homeownership Projects Only:**

## PROJECT DESCRIPTION

No. of Units	Square Footage	No. of Bdrms/Baths	Structure <sup>2</sup> Type	Type of <sup>3</sup> Construction	Cost/Unit	Sales Price/Unit
					\$	\$

**TARGETED PURCHASERS:**

- # of Purchasers: Income as % of AMI<sup>4</sup>:
- # of Purchasers: Income as % of AMI:
- # of Purchasers: Income as % of AMI:

Does the project involve any temporary relocation? ☐ Yes ☐ No

**Projects requiring permanent relocation will not be considered for funding.**

<sup>2</sup>Detached, townhouse, multifamily.

<sup>3</sup>Stick-built, modular, panelized, manufactured.

<sup>4</sup>See Appendix 5

## WORKSHEET 7 – APPLICATION CHECKLIST

### A. APPLICATION COVER SHEET

☐

Worksheet #1

### B. APPLICATION SUMMARY SHEET

☐

Worksheet #2

### C. CONSOLIDATED PLAN PRIORITIES AND TARGETED POPULATIONS

☐

Worksheet #3

☐

1 page Narrative

### D. PROJECT PREPARATION

☐

Worksheet #4

☐

Worksheet #5

☐

2 page Narrative

### E. MANAGEMENT CAPACITY AND EXPERIENCE IN REAL ESTATE

☐

2 page Narrative

### F. CAPACITY FOR PROJECT FINANCING AND LEVERAGING

#### Estimated Project Costs and Financing

☐

Worksheet #6

☐

1 page Narrative

☐

Organization Budget

☐

Three most recent annual audited financial statements

☐

CHDO Certification Documents (see Appendix 5)

### APPLICATION CHECKLIST

☐

Worksheet #7